



Social Impact Employment Graduate Assistant

To apply send a resume and cover letter to juva@mit.edu.

Pay and Benefits:

Up to 16 hours a week, flexible

Rate: \$16.75 an hour

Free MBTA Charlie Card

*Earned **sick time** in compliance with MA State Law*

Reporting and Team:

This position reports to Julie Uva, Program Administrator for Social Impact Employment in the MIT PKG Center. The PKG Center has eight full-time staff and a cohort of 5-6 Graduate Assistants and 4-6 Undergraduate Workers. We have a lively office atmosphere and a lot of interaction with students and with each other.

Overview:

Interested in community partnerships and experiential learning in higher education?

The MIT Priscilla King Gray Public Service Center (PKG Center) seeks a graduate assistant to support the Social Impact Employment program during the 2021-2022 academic year. There is the possibility of the GA starting as early as Summer 2021, as well as extension into Summer 2022 and the following year for students in multi-year programs.

The PKG Center taps and expands MIT students' unique skills and interests to explore and address complex social and environmental challenges. We educate students to collaborate ethically and effectively with community partners to engage in meaningful public service, today and in their lives beyond MIT.

The Social Impact Employment (SIE) program connects students with community partners offering paid internships and jobs for rigorous, progressively challenging, and academically aligned opportunities that yield significant community impact, build students' skills, and support career exploration.

Responsibilities:

We are seeking a Graduate Student Assistant to help the Program Administrator with all



aspects of the program. Precise tasks will depend on the skills and interests of the chosen applicant, but some areas we are definitely looking for help with include:

- Liaising with community partners to develop and maintain employment opportunities for students
- Pitching SIE opportunities to classes and student groups at MIT
- Producing and distributing publicity and communication materials
- Researching existing external internship opportunities and advertising to students
- Planning and implementing events such as reflection dinners, information sessions, community partner meetings, and orientation events
- Handling risk management and documentation processes
- Advising students on developing employment ideas and identifying funding when applicable
- Assisting with reporting and evaluation
- Helping represent SIE for campus-wide events such as Campus Preview Weekends, career fairs, and networking events
- Supporting additional PKG programs and projects as needed

Qualifications:

- Comfort with juggling different tasks and working with varied stakeholders
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Attention to detail
- Enrolled in a Graduate program

The 2021-2022 academic calendar at MIT is:

- Fall semester: September 6-December 17, 2021
- Independent Activities Period (IAP): January 3-January 28, 2022
- Spring semester: January 31-May 18, 2022

Precise work dates can be made to fit with the graduate assistant's own academic calendar.

